



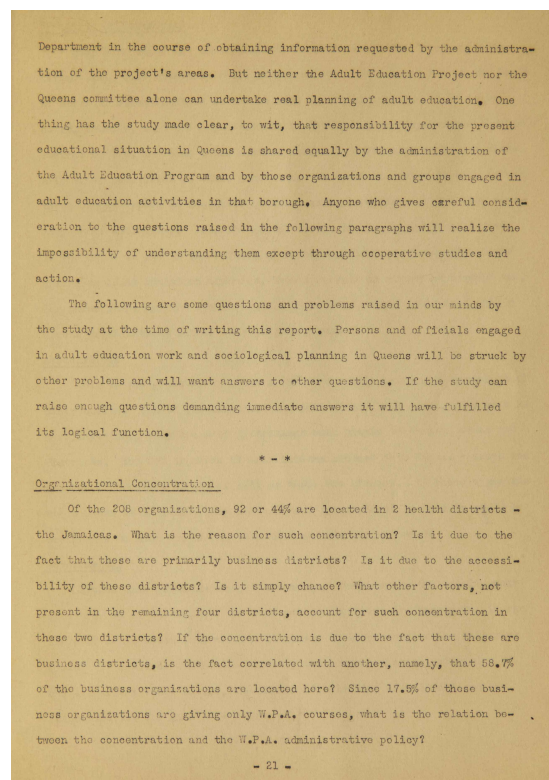
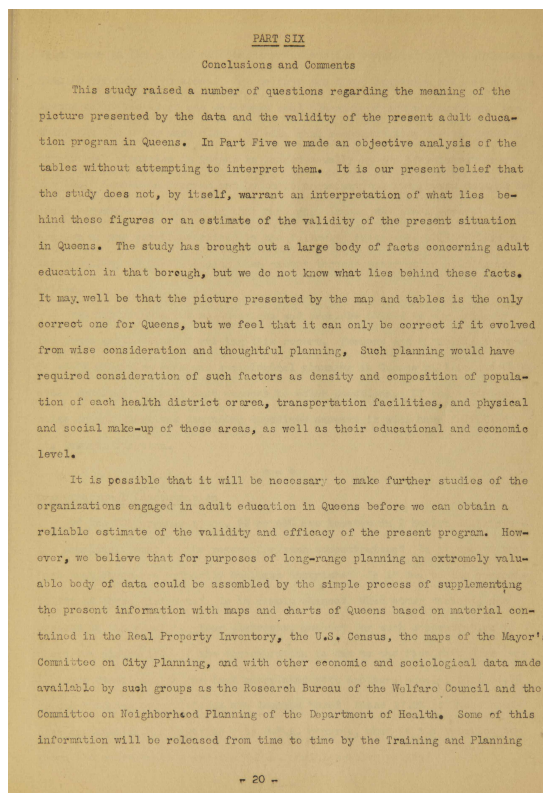
Municipal Library Notes - Sept 2022

SPOTLIGHT ON ADULT EDUCATION

Spotlight on: Adult Education

By Christine Bruzzese, Director, Municipal Library

There are many educational opportunities for all ages. This article focuses on some resources about the history of adult education in New York City. Adult Education Resources in Queens was a publication derived from a study conducted by the Works Progress Administration (WPA) Adult Education Program of the Board of Education. Objectives included identifying which facilities were being, or could be, used for adult education and presenting the various activities and programs already available. Here are two pages outlining conclusions of the study.



A Guide to Further Educational Opportunities in the City of New York for Students of Evening High Schools was prepared by the Board of Education in 1961. It

contains information on evening high schools, colleges and universities, vocational education, nursing schools and financial assistance. Here is a page discussing college admission requirements:

On What Basis Does a College Admit You?

You will find that each college has its own admission requirements. Most colleges use a combination of the following qualifications as a basis for admitting freshmen:

1. An acceptable high school record in both class standing and the kind of courses taken.
2. Satisfactory scores on college aptitude tests.
3. Good recommendations from the high school concerning the industry, dependability, and motivation of the student.
4. A record of participation in school activities or community affairs and evidence of good school citizenship.

REQUIREMENTS FOR ADMISSION TO SOME METROPOLITAN COLLEGES

In the following listings, you will find the admission requirements for some of the colleges in the New York City area.

The asterisk (*) indicates that a College Entrance Board examination is required.

See also the notes that follow on page 27.

MUNICIPAL COLLEGES

***Liberal Arts and School of Education (Brooklyn, Queens, Hunter, City)**

English — 4 units	Math — $2\frac{1}{2}$ units, including Elementary Algebra, Geometry, Intermediate Algebra ¹
Social Studies — 1 unit (American History)	Science — 1 unit
Foreign Language — 3 units	
Electives: $4\frac{1}{2}$ units; $1\frac{1}{2}$ or more units in additional language, mathematics, science, or social studies; a maximum of 3 units of any other accredited high school subjects.	

***Technology (City, Hunter [pre-engineering])**

English — 4 units	Math — $3\frac{1}{2}$ units including Elementary Algebra, Geometry, Int. Algebra, Trigonometry, Advanced Algebra or Solid Geometry
Social Studies — 1 unit (American History)	Science — 1 unit in either Chem. or Physics
Foreign Language — 2 units	

¹ Intermediate Algebra is now a two term course in all evening high schools.

The New York City Department of General Services published the results of a study, New York City Employability Skills Project: A New Approach to Job-Skills Training for Welfare Recipients in 1988. The program focused on combining teaching, counseling, group discussion and related activities to help participants value themselves and achieve full educational potential. One program, the Work Experience Program (WEP), is described here:

During 1987-1988, more than 300 people were involved in ESP training groups recruited from three HRA programs for welfare recipients:

Work Experience Program (WEP) mandates physically able welfare recipients to work for designated public or not-for-profit organizations in exchange for their welfare grants.

Employment Opportunities (EO) is a referral service that offers a choice of vocational training, education, or job placement assistance.

Word Processing Training Program (WPTP) offers welfare recipients training in typing and word processing, and provides job placement services.

Because of the varied structures of these programs, we designed a different curriculum for each corresponding ESP group. Those curricula and the preliminary results of our studies are described here; a comprehensive final report, detailing course plans, research designs and results, is available from DGS (see page 12).

Work Experience Program group: 15 weeks

More than 100 people were randomly selected for ESP as part of their Work Experience Program (WEP) assignments; others volunteered. An equal number was randomly chosen to serve as a comparison group. For the curriculum design, we took into account past studies of WEP participants, which revealed that they had a tendency to remain at their assigned jobs, without moving on to further education, training, or other positions. ESP was introduced to serve as a catalyst.

Weeks 1-3: With group participation stressed, guided discussions and exercises help group members discover both what they already know about getting and keeping a job, and how to gather new information. Students prepare presentations to practice articulating their interests, abilities, and work values. This self-exploration

Municipal Reference Library Notes September 1922 Courses for City Employees

By Christine Bruzzese, Director, Municipal Library

The September 27, 1922 issue of Municipal Library Notes contains a short item about courses for city employees. It's interesting to note that they were given in the Municipal Building and provided by the Board of Education for employees who wanted to learn new skills and advance in their careers. Interestingly, Columbia University offered an evening course on the history of City government for City employees.

MUNICIPAL REFERENCE LIBRARY NOTES

PUBLISHED weekly except during July and August, by The New York Public Library for circulation among the officials and employees of the City of New York. Price: \$2.00 a year; 5 cents a copy. Entered as second-class matter December 18, 1914, at the Post-Office at New York, N.Y., under Act of August 24, 1912. Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized.

Rebecca B. Rankin, Librarian, Municipal Reference Library
Room 512, Municipal Building. Telephone: Worth 1072
Open 9 a.m. to 5 p.m.; Saturdays to 1 p.m.

Volume VIII

27 September 1922

Number 30

Courses for City Employees

Municipal employees are given an opportunity to attend college or high school courses in the Municipal Building. The College of the City of New York again offers courses in accountancy, at a moderate fee, beginning Sept. 25th, and the Board of Education provides courses in bookkeeping, stenography, arithmetic, algebra, and business English, free to city employees. These begin on Sept. 18th. The hours are 5.15 to 7.10. For further information consult Frederick B. Robinson, Director of the Evening Session, in Room 2210, Municipal Building.

City employees may be interested in a course offered at Columbia University, this term, on the History and Government of New York City, by Dr. A. E. Peterson. The hour is 7.30 to 9.10 on Wednesday evenings.

A Municipal Hydro-Electric System

Los Angeles Department of Public Service has issued a pamphlet which contains a review of the development of the city's hydro-electric power system as well as the operations of its Bureau of Power and Light. This "greatest electric generating and distributing system in the world" has demonstrated that it is possible for a city to own and operate efficiently and economically, for the benefit of the people, a great public utility.

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The Training Bulletin with information on career development for city employees was published in the 1950's and 1960's by the New York City Department of Personnel. Here is a listing of courses offered by City College.

MP-112 Case Study Applications of Modern Personnel Management. Fee \$15.00 FALL '57
LAWRENCE L. HARRIS, Deputy Regional Director, U.S. Civil Service Commission, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20546, starting October 7, 1957.
An analysis by the case-study method of the nature of rewards and punishments available to administrators; roles, relationships among individuals and levels in various forms.

THE CITY COLLEGE MUNICIPAL PERSONNEL CURRICULUM
The City College Special Curriculum of short courses is a joint undertaking of the New York City Department of Personnel and the Evening and Extension Division of the Bernard M. Baruch School of The City College.
CERTIFICATION: If you complete a course successfully, you will receive a certificate from the Department of Personnel, and your agency will be requested to record the certification in your record folder.
REGISTRATION: Registration in person will be conducted Friday, September 13, through Friday, September 27, 1957, at the Division of Training of the Department of Personnel, Room 200, 289 Broadway, from 9:00 a.m. to 5:00 p.m., and on Friday, September 20, 1957, from 5:00 p.m. to 7:00 p.m. All registrations will be accepted from September 13, through September 27, 1957. Registration can be accomplished by mailing to the Division of Training, Bureau of

CC-1 Public Speaking. Fee \$12.00 FALL '57
JAY GREENE, of the New York City Public School System.
This course will provide instruction and practice in the delivery of impromptu and extemporaneous speeches and in the preparation and delivery of carefully planned talks.

CC-2 Effective Writing in City Government. Fee \$12.00 FALL '57
HELEN GOWEN, Principal Management Analyst, Office of the City Commissioner.
Wednesday, 4:30-6:00 p.m., starting October 8, 1957.
New York City Municipal Building, Room 19, 2nd Floor.
This course will be for city employees who have occasion to prepare a report or write an essay answer to a Civil Service examination question. The course will cover sound principles in the analysis and solution of writing problems, with particular reference to writing reports on Civil Service staff assignments, preparing important correspondence, developing periodicals such as annual reports and press releases. A considerable portion of the discussion will be directed toward the development of essay-type answers to specific questions asked in Civil Service examinations. The data analyzed in the preparation of all written material will be selected either from specific problems of City departments or from specific types of situations covered in Civil Service examinations.

CC-3 The Supervising Stenographer and Executive Secretary. Fee \$12.00 SPRING '58
JOHN LAUTNER, formerly assistant with Santa University and Pacific Lutheran College.
This course is designed to give stenographers broader knowledge and training in the duties performed by both the secretary and the supervising stenographer. It will include the preparation of reports, correspondence, telephoning and telegraphing, managing appointments, and handling visitors. It will also include a discussion of the problems involved in supervising a stenographic or typing unit and acting as an executive secretary.

CC-4 Developing Your Ability to Take a Civil Service Examination. Fee \$12.00 SPRING '58
MAX MARLOW & LOUIS ALPER, former Chief of Training, U.S. Civil Service Commission, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20546, starting October 7, 1957.
Review of various types of tests—written, oral, performance, and experience. Consideration of different forms of written tests—essay, completion, true-false, multiple-choice and matching. Methods of preparing for examinations, practice in taking tests.

CC-5 Building Your Vocabulary. Fee \$12.00 FALL '57
HARRY L. MARCUS, Department Chairman, New York City Public School System, 1500 Broadway, Room 19, 2nd Floor, starting October 19, 1957.
This is an intensive course in practical methods of vocab-

in the administrative hierarchy, the effects of change; and some of the principal psychological factors in the exercises of authority. Findings of clinical and industrial psychology are drawn upon.

MP-114 Seminar in Management Control. Planned for 1958-1959
MP-115 Administrative Aspects of Public Housing Management. Planned for 1958-1959

PERSONNEL CURRICULUM
Personnel Relations, Department of Personnel, Room 200, 289 Broadway, New York 7, New York: (1) a check for the amount due, made out to THE CITY COLLEGE; and (2) either a letter or the City College registration forms on page 9 of this bulletin, containing the following information: (a) your name, address, and your home and office telephone numbers; (b) the title of the course or courses which you wish to take; (c) your department; (d) your title.
The City College reserves the right to cancel any course which does not have sufficient registration.
Instruction will begin the week of October 7, 1957.
See course description for starting date of each class.
Courses will consist of ten meetings of one hour and forty minutes each, held on the same evening for ten consecutive weeks, excluding holiday or pre-holiday nights.

DESCRIPTION OF COURSES
Library building. Topics covered will include use of the Thesaurus and Dictionary. Classroom exercises will afford each student an opportunity to put new words to use in oral and written communication.

CC-4 Improving Your Reading Ability. Fee \$12.00 FALL '57
MIRIAM TAUBER, Reading Clinician, U.S. Civil Service Commission, 1500 Pennsylvania Avenue, N.W., Washington, D.C. 20546, starting October 10, 1957.
All City employees are required to read and interpret written material. This course is designed to improve reading ability through the development of comprehension, accuracy, and speed in reading. This will include diagnosis of difficulties in these areas, plus the application of corrective methods. Specific problems will be dealt with based on the requests of the group.

CC-7 Accounting for Non-Accountants. Planned for FALL '58
CC-8 Municipal Accounting. Fee \$12.00 FALL '58
WENTHROP L. KOPPEL, Assistant Chief of Accounting, Office of the Comptroller.
Fund Accounting in general will be treated and complicated by practical New York City problems, with some attention to municipal records and documents.

CC-9 Engineering Economics. Planned for FALL '58
CC-10 Building Construction for Inspectors—Part I. Fee \$12.00 SPRING '58
HAROLD V. WALSH, Associate Professor of Building, City College, Department of Building, starting October 7, 1957.
An introductory survey in the understanding of plans and specifications, building materials and types of construction used during the past 50 years. Among the topics discussed are: Construction procedure; elements of design; wood, masonry, steel, and reinforced concrete construction; classification of buildings according to use and fire safety.

CC-13 American English Grammar. Fee \$12.00 Fall '57
HARRY L. MARCUS, 1500 Broadway, Room 19, starting October 8, 1957.
This course is designed for those who wish to improve their spoken and written English. Grammar and sentence structure will be stressed. (This course is a continuation of American English Grammar and Usage given in the Spring 1957. There is no prerequisite for Part II.)

CC-14 Municipal Auditing. Fee \$12.00 FALL '57
LOUIS COONIGLI, Chief, Bureau of Radio Trans, Office of the Comptroller, 1500 Broadway, Room 19, starting October 8, 1957.
This course is designed to meet the needs of City employees

EVENING TRADE REGISTRATION CARD Municipal Employee Program			
Office Copy	SCHOOL		
Print Last Name		First	
Address: Street		Boro	Zone
Subject you wish to study		Date of Birth	
Department		Vet.	Non-Vet.
Your Work Address		Assigned to Room	
What work do you do?		Mon. Tues. Wed. Thurs.	
Have you attended this school before? Yes No		Approved by	
Applicant's Signature		Today's Date	
Student's Copy			
Print Last Name		First	
Address: Street		Boro	Zone
Subject you wish to study		Date of Birth	
Department		Vet.	Non-Vet.
Your Work Address		Assigned to Room	
What work do you do?		Mon. Tues. Wed. Thurs.	
Have you attended this school before? Yes No		Approved by	
Applicant's Signature		Today's Date	
Teacher will sign card when student reports to class.			
Teacher's Signature		Date	
1. On the first night of attendance obtain this card with Teacher's Signature in proper place as a means of identification in school.			
2. No smoking is permitted in this building by order of the Fire Department.			

The 1991 NYC Training Sourcebook from the Department of Personnel offered various programs for city employees and information on other opportunities such as union education funds, agency specific programs and continuing education at institutions like CUNY. One example was the Managerial Certificate Program.

MANAGERIAL CERTIFICATE PROGRAM

Managing and Initiating Change

Participants must select one course in this program.

Core Course

CM000 DYNAMICS OF MANAGEMENT 3 DAYS

This course provides an overview of the role and functions of managers in government. Sessions include the application of public management theory to the participants' work situations. Managers will also discuss and evaluate their managerial strengths, areas for improvement, and relevant experiences. All discussions incorporate the challenges of functioning in a public sector environment with an ethnically and culturally diverse workforce. Through instructor and guest lectures, case studies, group exercises and participant "think tank" sessions, participants will learn to better understand management theory and be able to achieve desired results from their subordinates. A self assessment tool will be completed at the end of the program to help managers decide which elective courses will most effectively address their learning needs.

COURSE CONTENT:

- role and functions of managers
- managing change
- leadership styles
- goal setting and planning
- decision making and problem solving
- work unit planning
- performance management/monitoring
- conflict management
- delegating to and through others
- effects of implementation of technology on organizations
- recognizing and working within the system
- interviewing skills
- structuring organizations/units for service delivery

APPLICATION DEADLINE: September 27, 1991



Critical Lens: ART X CETA

By External Affairs

The NYC Department of Records & Information Services, City Lore and Artists Alliance Inc. will present Critical Lens: ART X CETA, a panel discussion on the Municipal Archives' CETA Artists Project collection and the history and significance of the federal Comprehensive Employment and Training Act (CETA) jobs program, on Tuesday, October 11, 2022 from 6 p.m. to 7:30 p.m. Join virtually or in person to explore the history of how a government-funded jobs program put artists to work across New York City.

[LEARN MORE AND RSVP](#)

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